

Small Business Programs (OSBP) where small business makes a big difference

Mentor-Protégé Agreement

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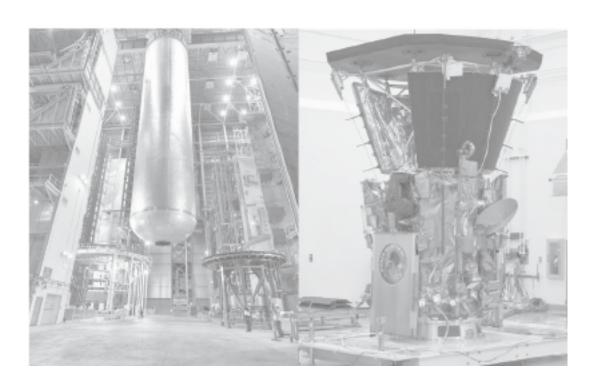
Date of Submission:

As of January 2020

Technicians have completed the largest component of NASA's Space Launch System—a liquid hydrogen fuel tank that is 133 feet from nose to tail at NASA's Michoud Assembly Facility in New Orleans.

The Parker Solar Probe sits in a clean room at Astrotech Space Operations in Titusville, FL, af installation of its heat shield, July 6, 2018.

Astrotech Space Operations in Titusville, FL, after the



A-1. Mentor-Protégé Agreement (MPA) Template

Date of Submission:	
must have identified a Proté Protégé relationship. Mentos Small Business Specialist (SI Representative (COR). Each participating Center. The ag	ed as a NASA Mentor in the Mentor-Protégé Program (MPP), egé and must submit a signed agreement for each Mentor-rs must email the complete MPA package to the Center BS), Contracting Officer (CO) and Contracting Officer's signed agreement must be endorsed by the SBS of the reement is then forwarded by the Center SBS to the NASA at the Marshall Space Flight Center (MSFC) in Huntsville,
	been created to vet potential Mentor-Protégé relationships de elements included in the template must be addressed.
	ental assistance costs, stated in the agreement, may only be interested that the date of the incorporation of the MPA into chicle.
Agreement Information: O mation requested.	Check the agreement type that applies and provide the infor-
Credit Awar	rd Fee Program
	e: State the period of time (in months) over which the ill be performed—may not exceed 3 years (36 months).
	Period of Performance
NUMBER OF MONTHS	
SPONSORING NASA CENTER	
CONTRACT NUMBER (IF KNOWN)	

A2. Estimated Cost of Agreement: Provide an estimate of the cost of the developmental assistance to be provided by the Mentor. Include a yearly breakdown of cost elements to be funded. Please also include the cost proposal as a separate attachment, which will detail the costs included in the Work Breakdown Structure (WBS). See the following example.

Please note that the Government Fiscal Year (GFY) is from October 1 to September 30.

Cost of the Agreement					
	GFY 20	GFY 20	GFY 20	TOTAL	
Direct Labor Costs	\$	\$	\$	\$	
Direct Labor Hours					
Indirect Costs (i.e., Reporting Requirements)	\$	\$	\$	\$	
HBCU/MSI/PTAC/SBDC	\$	\$	\$	\$	
Other Direct Costs (ODCs) (i.e., Travel, Membership Dues)	\$	\$	\$	\$	
GFY TOTALS	\$	\$	\$	\$	

^{*}NASA MPP requires 70% Technical Development / 30% Business Development for Direct and Indirect Costs when Protégé is a Small Business and 70% Business Development / 30% Technical Development when Protégé is a HBCU/MSI.

^{***}If traveling, please provide a justification in the space provided below.

ODCs: Travel					
	NUMBER OF TRAVELERS	TOTAL PROJECTED TRAVEL COST	TOTAL PROJECTED TRAVEL COST		
GFY 20					
GFY 20					
GFY 20					

Travel Justification			
*If more than 1500 characters, add an additional file			

^{**}ODCs cannot exceed 10% of direct labor costs. HBCU/MSI/PTAC/SBDC costs cannot exceed 20% of direct labor.

A3. Mentor Information. Provide the following:

	Mentor Information
NAME OF MENTOR COMPANY	
DIVISION NAME	
DUNS NUMBER	
POINT OF CONTACT NAME	
POSITION TITLE	
ADDRESS	
PHONE	
FAX	
EMAIL ADDRESS	
WEBSITE	
INDUSTRY (I.E., R&D, SVC, MFG)	
CAGE CODE	
DATE OF MENTOR APPROVAL	
IS MENTOR'S NASA VENDOR DATABASE ACCOUNT INFORMATION CURRENT?	

A4. Mentor Background. In 400 words or less, in the space below or in an attachment, provide a summary including the entity's small business goals, accomplishments, and successes with NASA and other MPPs (if applicable). Indicate whether the Mentor has ever been officially classified as a small business.

Mentor Background			
*If many than 1500 share store add an additional file			

^{*}If more than 1500 characters, add an additional file.

A5. Subcontracts Awarded to Protégé. Indicate in the table below the quantity and value of any Federal Government subcontracts previously awarded from the Mentor to the Protégé. Data should cover the preceding GFYs. If zero subcontracts were awarded from the Mentor to the Protégé during the specified GFY, please enter "NONE." Please note that the GFY is from October 1 to September 30.

Subcontracts Awarded to Protégé				
	GOVERNMENT FISCAL YEAR	NUMBER OF SUBCONTRACTS AWARDED	TOTAL SUBCONTRACTS AWARD VALUE (\$)	
NACA CUIDONITRACTO	GFY-			
NASA SUBCONTRACTS	GFY-			
OTHER FEDERAL ACENOVICUROONTRACTO	GFY-			
OTHER FEDERAL AGENCY SUBCONTRACTS	GFY-			

A6. Potential Subcontract Awards to the Protégé. In the table below provide potential subcontracts which can be awarded by the Mentor to the Protégé, including the quantity of potential subcontracts, approximate value, and type of subcontracts (NASA or "Other" for remaining Federal agencies).

Potential Subcontracts				
	GOVERNMENT FISCAL YEAR	NUMBER OF POTENTIAL SUBCONTRACTS	AWARD VALUE (\$)	
NACA GUDOONITRAGTO	GFY-			
NASA SUBCONTRACTS	GFY-			
OTHER FEDERAL AGENOV CURCONTRACTO	GFY-			
OTHER FEDERAL AGENCY SUBCONTRACTS	GFY-			

A7. Protégé Eligibility. In 400 words or less, in the space below or in an attachment, provide a statement certifying that the Protégé is currently eligible to participate in the program pursuant to at least one of the criteria outlined in NASA FAR Supplement 1819.72. Note: If the Protégé is an 8(a) small business, attach a copy of the approval documentation from the U.S. Small Business Administration (SBA).

Protégé Eligibility		
76 1 2000 1 11 11 11 101	_	

A8. Protégé Information. Please provide the following:

	Protégé Information
NAME OF PROTÉGÉ	
ADDRESS	
TELEPHONE	
FAX	
WEBSITE	
YEAR ESTABLISHED	
DUNS NUMBER	
IS PROTÉGÉ'S NASA VENDOR DATABASE ACCOUNT INFORMATION CURRENT?	

Note: Percent (%) Owned by Mentor. During an active MPA, participating Mentor cannot own more than 10% of the Protégé's organization.

A9. Protégé's Previous MPP Participation. Required only if the Protégé has previously participated in the NASA MPP.

Provide a signed cover letter on organization letterhead; one from the Mentor and the other from the Protégé (respectively) stating there will be no duplication of development assistance provided under this agreement. In addition, include a separate attachment addressing the following for each NASA MPA the Protégé has previously participated in:

Protégé Information

PREVIOUS MENTOR NAME
SPONSORING NASA CENTER
TYPE OF AGREEMENT
AGREEMENT LENGTH (MONTHS)
START DATE
END DATE

TECHNICAL AND BUSINESS DEVELOPMENT ASSISTANCE RECEIVED

A10. Developmental Assistance Program. Describe the developmental program for the Protégé, specifying the type of assistance planned. Explain how the identified assistance will address the Protégé's needs and enhance its ability to perform successfully under contracts or subcontracts within NASA and other Federal agencies. For examples of types of developmental assistance, please see the NASA MPP guidebook, available at: http://www.osbp.nasa.gov.

Developmental Assistance Program			

^{*}If more than 650 characters add an additional file.

A11. Technical Proposal—See Attachment

A12. Cost Proposal—See Attachment

A13. Developmental Assistance Details. Establish, define WBS, and illustrate developmental assistance milestones for the duration of the MPA in a Gantt chart. Additionally, provide estimated hours and costs for each task as outlined in the Gantt chart.

Note: Updates to Gantt chart may be requested as needed to ensure activities and duration are accurate.

Sample Gantt Chart

		A.	Mile	stone	es/W	BS						
		GFY 20)			GFY 20)			GFY 20)	
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
A. TECHNICAL												
1.0 Aerospace Manufacturing 2.0 System Assessments 2.1 Assessment 2.2 Develop Plan 2.3 Implement Plan												
B. BUSINESS DEVELOPMENT												
3.0 Quality Management 3.1 ISO 9000 Assessment 3.2 ISO 9000 Training 3.3 ISO 9000 Certification 3.4 AS9100 Training 3.5 AS9100 Certification 4.0 Marketing Plan 4.1 Develop Marketing Plan 4.2 Implement Plan 5.0 Web Design 5.1 Assessment 5.2 Develop Architecture 5.3 Implement New Enhancements				S	A	M	P	L	E			
C. REPORTING REQUIREMENTS												
6.0 Annual Reports (Indirect Costs) 6.1 January–December GFY 6.2 January–December GFY												

Example of Task Breakdown by Year

B. Business Development			
Tasks	Hours	Cost	Total Cost
3.0 QUALITY MANAGEMENT	·		
3.1 ISO 9000 Assessment			
3.2 ISO 9000 Training			
3.3 ISO 9000 Certification			
3.4 AS9100 Training			
3.5 AS9100 Certification			
TOTAL HOURS AND COSTS			

4.0 MARKETING PLAN			
4.1 Develop Marketing Plan			
4.2 Implement Plan			
TOTAL HOURS AND COSTS			

5.0 WEB DESIGN			
5.1 Assessment			
5.2 Develop Architecture			
5.3 Implement New Enhancements			
TOTAL HOURS AND COSTS			

Costs Breakout

Labor Categories	Hours	Rate	Total Cost
Subcontractor Administrator			
Manager			
DIRECT LABOR SUBTOTAL			

Additional Costs	Hours	Cost	Total Cost
Indirect Costs (e.g., Reporting Requirements)			
Other Direct Costs (e.g., Travel)			
HBCU/MSI/PTAC/SBDC			
DIRECT LABOR SUBTOTAL			

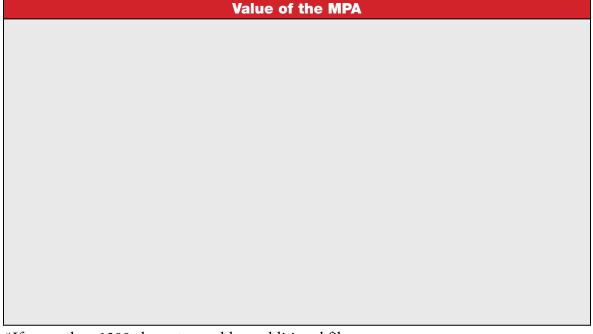
Note: Provide labor breakout for entire duration of the MPA.

A14. Annual Reports. The progress of the MPA is measured annually (every 12 months), based on a system of metrics designed to ensure continued pursuit and completion of the milestones outlined in the agreement, achievement of technology transfers, and attainment of contract awards and revenue. In addition to the developmental assistance plan, provide factors to assess the Protégé's developmental progress under the agreement. Metrics may include the following quantitative measures for the success of this agreement:

- ➤ The planned tasks started and completed on time;
- ➤ The development initiatives on/behind schedule;

- ➤ The number of in-progress and completed certifications;
- ➤ The number and value of NASA prime/subcontracts and other Federal agency prime/subcontracts awarded to the Protégé;
- ➤ The Protégé's annual revenue;
- ➤ The Protégé's employee base; and
- ➤ The timeliness of report submissions.

A15. Value of the MPA. In 400 words or less, provide a summary of the value of this agreement as to how it will support NASA's mission(s), increase the Protégé's ability to participate in NASA, Federal, and/or commercial contracts and subcontracts, and increase small business subcontracting opportunities in industry categories where eligible Protégés or other small business categories are not dominant in the Mentor's vendor base.



^{*}If more than 1300 characters, add an additional file.

*The following sections A16–A18 must be addressed by both Mentor and Protégé respectively on organization letterhead, signed and submitted with the MPA.

- **A16. Agreement Termination Procedures.** At any time during the agreement, both Mentor and Protégé can decide to terminate the agreement. All notifications must be in writing and must be received at least 30 days prior to withdrawal by either participating organization. Written notifications must be printed and signed on organization letterhead and signed by associated points of contact. Termination notifications should include the following:
- ➤ Specific reasons for the cause of termination;
- ➤ Deadline in which the Mentor or Protégé has to respond to the proposed termination (30 days).

Note: Both Mentor or Protégé may rebut any statements/claims it believes to be incorrect, and may offer a written remedy within the 30 day allotment. Upon consideration of the provided written response to termination, the originating organization must either withdraw the notice of proposed termination and continue in the agreement or issue a notice of termination.

If conforming to the requirements of this section, the decision to terminate shall be final.

Mentors Voluntary Termination: Mentors may voluntarily terminate the MPA if they wish to withdraw all participation under all agreements in the NASA MPP as a Mentor. **A17. Report and Review Requirements.** Include a statement indicating willingness to comply with the program's reporting and review requirements as specified in the NASA FAR Supplement 1819.72. The Protégé must include in its statement an affirmation that it will provide data on employment, annual revenues, NASA prime and subcontracts, and other Federal agency prime and subcontracts for the two 12-month periods following the end of the agreement.

A18. Needs Assessment. Include a statement that the Mentor performed a needs assessment with the Protégé to determine applicable developmental assistance to be performed, as required by the NASA FAR Supplement 1819.72.

A19. Agreement Points of Contact (POCs). All correspondence and inquiries regarding the NASA MPA will be addressed to the POCs indicated below.

	Mentor				
NAME					
TITLE					
ADDRESS					
TELEPHONE/EXT.					
FAX					
EMAIL					
	Protégé				
NAME					
TITLE					
ADDRESS					
TELEPHONE/EXT.					
FAX					
EMAIL					
	NASA Procurement CO (PCO)				
NAME					
TITLE					
ADDRESS					
TELEPHONE/EXT.					
FAX					
EMAIL					
NASA SBS					

NASA SBS				
NAME				
TITLE				
ADDRESS				
TELEPHONE/EXT.				
FAX				
EMAIL				

NASA COR					
NAME					
TITLE					
ADDRESS					
TELEPHONE/EXT.					
FAX					
EMAIL					
LIVIPAL	<u> </u>				
Me	ntor's Cognizant Ac	Iministrative CO (ACO)			
NAME		, , ,			
TITLE					
ADDRESS					
TELEPHONE/EXT.					
FAX					
EMAIL					
CIVIAIL					
Mentor's	Cognizant Contract	t Administration Office (CAO)			
NAME		Administration Cirios (CAC)			
TITLE					
ADDRESS					
TELEPHONE/EXT.					
FAX					
EMAIL					
A20. Signatures. The Mentor and the Protégé must sign and date this agreement. Titles of all signatories must be included. (Please note that a Mentor cannot require a small business concern to enter into a MPA as a condition for award of a contract.)					
Mentor:		Protégé:			
Printed Name:		Printed Name:			
Signature:		Signature:			
Title:		Title:			
Date:	_	Date:			